

County of Monroe

Contractors' Licensing

2798 Overseas Highway
Suite 300
Marathon, Florida 33050
Voice: (305) 289 2583
FAX: (305) 289 2515

**Board of County Commissioners**

Mayor George Neugent, Dist. 2
Mayor Pro Tem Nora Williams, Dist. 4
Commissioner Sonny McCoy, Dist. 3
Commissioner Murray Nelson, Dist. 5
Commissioner Dixie Spehar, Dist. 1

EXAM DATE: _____
TIME: 7:30 AM – BE PROMPT!!!!
PLACE: MARATHON HIGH SCHOOL
350 SOMBRERO ROAD
MARATHON, FLORIDA

APPLICATIONS RECEIVED
AFTER: _____
WILL NOT BE PERMITTED TO
TAKE THIS SCHEDULED EXAM.

RETURN APPLICATION WITH THE FOLLOWING INFORMATION:

- _____ COMPLETED APPLICATION – INCOMPLETE APPLICATIONS WILL BE RETURNED
- _____ PASSPORT SIZE COLORED PHOTO (CAN BE ACQUIRED AT ANY 1-HOUR PHOTO SHOP)
- _____ LEGIBLE COPY OF YOUR DRIVERS LICENSE
- _____ NOTARIZED RECOMMENDATION OF PROOF OF YEARS IN THE TRADE

YOU MAY SEND IN YOUR (EXAM(S)) FEE ALONG WITH A LETTER REQUESTING THE LOCATION IF YOU ARE PREPARED TO TAKE THE EXAM. NO FEES ARE REQUIRED TO MAKE APPLICATION.

***THE MONROE COUNTY EXAM MAY BE TAKEN IN MONROE COUNTY (CALL FOR DATES AND TIME), OR YOU MAY OPT TO TAKE THE EXAM IN GAINESVILLE (GIVEN 5 DAYS A WEEK).

ONCE THE CONTRACTORS' EXAMINING BOARD APPROVES YOUR APPLICATION YOU WILL NEED TO PROVIDE US WITH THE FOLLOWING IF YOU DID NOT REQUEST THE EXAM LOCATION AND FEE AT APPLICATION:

_____ A LETTER STATING WHERE YOU WOULD LIKE TO TAKE THE EXAM AND THE APPROPRIATE FEE (SEE FEE SCHEDULED ENCLOSED). IF YOU ARE TAKING THE EXAM IN GAINESVILLE (GIVEN DAILY), YOU WILL HAVE 30 DAYS ONCE YOU RECEIVE YOUR CONFIRMATION LETTER, TO SCHEDULE YOUR EXAM IF YOU ARE TAKING IT IN GAINESVILLE.

AFTER YOU HAVE PASSED THE EXAM I WILL NEED THE ITEMS ON THE MEMORANDUM "LICENSING REQUIREMENTS" (ATTACHED).

MAIL DOCUMENTS AND APPLICATION TO:

MONROE COUNTY BUILDING DEPT.
MARATHON GOVERNMENT CENTER
2798 OVERSEAS HIGHWAY, SUITE 300
MARATHON, FL 33050-2227

ATTN: MARY OR GWEN
CONTRACTORS' LICENSING

IF YOU HAVE ANY QUESTIONS CONTACT US AT (305) 289-2583 OR 289-2589